

PINELLAS COUNTY SHERIFF'S OFFICE

EMPLOYEE PERFORMANCE REVIEW

COST CENTER 2500	TYP/SECTION 000-	FUND	EMP NO. 55476	JOB CODE 60093	JOB CLASSIFICATION PROPERTY CLERK II
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EMPLOYEE PERFORMANCE REVIEW	
☐ 3 MOS.	☐ BI-MONTHLY
☐ 12 MOS.	☒ ANNUAL
☐ OTHER	

LAST NAME SCAPIN	FIRST NAME TIMOTHY	MIDDLE NAME P
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EFFECTIVE DATE 8/21/01

	OUTSTANDING	BETTER THAN SATISFACTORY	SATISFACTORY	NEEDS ATTENTION	UNSATISFACTORY
QUANTITY OF WORK Considers the amount of work performed and completion of work on schedule as compared with the basic requirements of the position.		X			
QUALITY OF WORK Considers accuracy, presentability, neatness and thoroughness as compared with the basic requirements of the position.			X		
WORK HABITS Considers dependability, compliance with instructions, rules and regulations, and amount of supervision required as compared with the basic requirements of the position.			X		
RELATIONSHIP WITH OTHERS Considers traits of tact, courtesy, self-control, patience, loyalty and discretion in dealing with other employees and the general public.			X		
ATTENDANCE Considers attendance punctual and appropriate notification in case of absence as compared with the basic requirements of the job.		X			
JOB KNOWLEDGE Considers knowledge of work duties, responsibilities and relationship of job with other positions.		X			
APPEARANCE Considers self-confidence, care of appearance and physical fitness as compared with the basic requirements of the position.			X		
INITIATIVE Considers self-reliance, creativity, judgement and responsibility as compared with the basic requirements of the position.			X		
SUPERVISORY PERFORMANCE Considers overall summary of Supervisory Performance compared with the basic requirements of the position.					

Explain the evaluation you have made in the COMMENTS section below. The "comments" are an extremely important part of the review process. Point out particular strengths and weaknesses. Outline goals to be accomplished. (Use additional sheet if necessary).

Additional sheet used ☐

COMMENTS: This is member's 1st annual review as a property clerk II. Member worked evening shift handling data entry and front service counter. Member volunteers for selected assignments such as working with firearms, safety issues and operating the platform lift. Member's overall rating was satisfactory. It is recommended that member be permanently appointed as a property clerk II.

R. L. Rose 53882 7-31-01
RATING AUTHORITY DATE

St. Wallace Colson 1008 8-1-01
REVIEWING AUTHORITY DATE

John W. Hines 8/1/01
DEPARTMENT HEAD DATE

[Signature] 8/8/01
APPOINTING AUTHORITY DATE

DIRECTOR OF PERSONNEL

OVERALL PERFORMANCE REVIEW Considers overall summary of employees performance compared with the basic requirements of the position.			X		
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In signing this report, it is understood that I may not necessarily agree with the conclusions of the rater. I understand that I may write my comments either above or on an additional sheet if required. It is further understood that I may appeal this rating to my supervisor within (10) calendar days from the date of my signature. Additional sheet used ☐

SIGNATURE

DATE

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information

Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	BAYER, ROBERT	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	(Old Eval) xJTA - SS Property Clerk II (Prop & Evidence)		

Evaluation Information

Type:	Annual
Review Date:	6/4/2002
Rating Period	6/21/2001 to 6/21/2002

Performance Measures

<u>Type</u>	<u>Number</u>	<u>Rating</u>	<u>Performance Statement</u>
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Task

Task Ratings

MS - Meets Standard

RI - Requires Improvement

ALL1000	MS	Complete assignments as directed
ALL1001	MS	Maintain work areas
ALL1002a	MS	Participate in meetings/training/community relations and/or recruiting activities
ALL1003	MS	Complete, update, submit required reports/documents/forms
CIB1006g	MS	Photograph and/or copy/xerox evidence/property
CIB1070a	MS	Take custody of evidence/property
CIB1070b	MS	Maintain chain-of-custody of evidence
CIB1070d	MS	Maintain evidence room integrity/security
CIB1070e	MS	Verify information on all received evidence/property
CIB1071	MS	Retrieve evidence from evidence locker/vault
CIB1072	MS	Place evidence in appropriate bins/location
CIB1073a	MS	Complete property/custody receipts
CIB1073b	MS	Explain procedures for claiming property

CIB1074	MS	Log and update all evidence/property in evidence control computer system
CIB1075	MS	Bar code evidence/property and receipt
CIB1076	MS	File property/evidence custody receipts
CIB1077b	MS	Process requests for forensic and AFIS processing
CIB1078	MS	Prepare and send evidence to outside crime laboratory
CIB1079	MS	Receive and process outside lab test results
CIB1080	<u>NE</u>	Disseminate forensic/drug lab test results
CIB1081	<u>NE</u>	Research cases for property/evidence disposition
CIB1082a	<u>AS</u>	Dispose/supervise disposal of evidence/property EMPLOYEE GOES ABOVE STANDARD TO DISPOSE OF PROPERTY USING INVESTIGATIVE TECHNIQUES TO IDENTIFY POTENTIAL OWNERS
CIB1082b	<u>AS</u>	Maintain control over donated/auctioned items ORGANIZES & MAINTAINS AN ABOVE STANDARD RATING PERTAINING TO CHARITY DISPOSALS.
CIB1083b	MS	Document evidence destruction/disposal action
CIB1085	MS	Retrieve evidence/property from off-site locations
CIB1088b	MS	Log bicycles into bicycle log/computer system
CIB1089	MS	Send/donate found property to community organizations
CIB1091	MS	Secure weapons submitted as evidence/property
CIB1093	MS	Release evidence for court
CIB1094	MS	Process request for evidence viewing
CIB1095	MS	Document all evidence/property movement
CIB1096	MS	Operate forklift/van/truck
CIB2603c	MS	Copy video/audio tapes
CO3043	MS	Return inmate property or funds
EV1060	MS	Notify owners and release found property
GS1196a	<u>NE</u>	Conduct/document equipment inventory
GS1196d	<u>NE</u>	Maintain adequate supply inventory levels
LE5075	<u>NE</u>	Testify at trials, hearings, grand juries or depositions.

RC1220	<u>NE</u>	Supervise on/off site inactive record storage
SP7018	MS	Demonstrate positive working relationship with colleagues and other units within the agency.
SP7027	MS	Liaison with intra/inter agency personnel

Policy

Policy Ratings

MS - Meets Standard

RI - Requires Improvement

PL1	MS	Accepts supervision and direction
PL17	MS	Evidence/property control and procedures
PL18	MS	Abide by Code of Ethics
PL19	MS	Leave and Attendance
PL2	MS	Grooming and dress
PL20	MS	Message return/follow-up
PL3	MS	Observes work hours
PL4	MS	Contact with public
PL5	MS	Operation and care of equipment
PL8	MS	Human diversity awareness

Proficiency

Proficiency Ratings

MS - Meets Standard

RI - Requires Improvement

PR106a	MS	Evidence collection/maintenance techniques
PR107	MS	Knowledge of General Orders, Policies and Procedures
PR11	<u>EP</u>	Information synthesis and integration skills EMPLOYEE AT HIS OWN EXPENSE ATTENDED IAPE CONFERENCE/IS AN INSTRUCTOR WITH THE AMERICAN RED CROSS IN CPR/TRAINS FELLOW EMPLOYEE'S IN THE USE OF COMPLEX EQUIPMENT & IS OUR SAFETY OFFICER IDENTIFYING POTENTIAL HAZARDS
PR18	<u>EP</u>	Computer/software/office equipment skills/knowledge EMPLOYEE IS PROFICIENT IN COMPUTERS & SOFTWARE AND OFTEN CORRECTS PROBLEMS WITH PDT'S TO MINIMIZE DOWN TIME
PR20	MS	Time management skills
PR23	MS	Inter-personal skills
PR29	MS	General comprehension skills

PR31	<u>AS</u>	Problem solving
PR4	MS	Verbal communications
PR5	MS	Written communications
PR95	MS	Data/information collection techniques

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

53703 4/10/2002 1:16:46 PM

Updated 4/11/02 2:15:20 PM by User 53703:
TIM ATTENDED IAPE ON 04-11-02 THRU 04-12-02 AT HIS OWN EXPENSE

Electronic Signature

By my electronic signature, I acknowledge that I have received a copy of this performance evaluation and that the content has been discussed with me. I understand that I may enter my comments below, or on an additional sheet, if required. I understand that, should I disagree with this evaluation, I may appeal, in writing, to the rater and the reviewing authority within ten (10) calendar days from the date I electronically sign this performance evaluation.

EMPLOYEE

ID

POSITION

DATE SIGNED

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information		Evaluation Information	
Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	ROSE, RALPH L	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	(Old Eval) xJTA - SS Property Clerk II (Prop & Evidence)		
		Type:	Annual
		Review Date:	8/26/2003
		Rating Period	8/21/2002 to 8/20/2003

Performance Measures

<u>Type</u>	<u>Number</u>	<u>Rating</u>	<u>Performance Statement</u>
Task			
<u>Task Ratings</u>			
MS - Meets Standard			
RI - Requires Improvement			
	ALL1000	<u>AS</u>	Complete assignments as directed
	ALL1001	MS	Maintain work areas
	ALL1002a	<u>EP</u>	Participate in meetings/training/community relations and/or recruiting activities STATE AND NATIONAL PROPERTY AND EVIDENCE ORGANIZATIONS
	ALL1003	<u>AS</u>	Complete, update, submit required reports/documents/forms
	CIB1006g	<u>AS</u>	Photograph and/or copy/xerox evidence/property
	CIB1070a	<u>AS</u>	Take custody of evidence/property
	CIB1070b	<u>AS</u>	Maintain chain-of-custody of evidence
	CIB1070d	<u>AS</u>	Maintain evidence room integrity/security
	CIB1070e	<u>AS</u>	Verify information on all received evidence/property
	CIB1071	<u>AS</u>	Retrieve evidence from evidence locker/vault
	CIB1072	<u>AS</u>	Place evidence in appropriate bins/location
	CIB1073a	<u>AS</u>	Complete property/custody receipts
	CIB1073b	<u>AS</u>	Explain procedures for claiming property

CIB1074	<u>AS</u>	Log and update all evidence/property in evidence control computer system
CIB1075	<u>AS</u>	Bar code evidence/property and receipt
CIB1076	<u>AS</u>	File property/evidence custody receipts
CIB1077b	<u>AS</u>	Process requests for forensic and AFIS processing
CIB1078	<u>NE</u>	Prepare and send evidence to outside crime laboratory
CIB1079	<u>NE</u>	Receive and process outside lab test results
CIB1080	<u>NE</u>	Disseminate forensic/drug lab test results
CIB1081	<u>NE</u>	Research cases for property/evidence disposition
CIB1082a	<u>NE</u>	Dispose/supervise disposal of evidence/property
CIB1082b	<u>NE</u>	Maintain control over donated/auctioned items
CIB1083b	<u>NE</u>	Document evidence destruction/disposal action
CIB1085	<u>AS</u>	Retrieve evidence/property from off-site locations
CIB1088b	<u>AS</u>	Log bicycles into bicycle log/computer system
CIB1089	<u>NE</u>	Send/donate found property to community organizations
CIB1091	<u>AS</u>	Secure weapons submitted as evidence/property
CIB1093	<u>AS</u>	Release evidence for court
CIB1094	MS	Process request for evidence viewing
CIB1095	<u>AS</u>	Document all evidence/property movement
CIB1096	<u>AS</u>	Operate forklift/van/truck
CIB2603c	MS	Copy video/audio tapes
CO3043	<u>AS</u>	Return inmate property or funds
EV1060	<u>AS</u>	Notify owners and release found property
GS1196a	<u>NE</u>	Conduct/document equipment inventory
GS1196d	<u>NE</u>	Maintain adequate supply inventory levels
LE5075	<u>NE</u>	Testify at trials, hearings, grand juries or depositions.

RC1220	<u>NE</u>	Supervise on/off site inactive record storage
SP7018	MS	Demonstrate positive working relationship with colleagues and other units within the agency.
SP7027	MS	Liaison with intra/inter agency personnel

Policy

Policy Ratings

MS - Meets Standard

RI - Requires Improvement

PL1	MS	Accepts supervision and direction
PL17	<u>AS</u>	Evidence/property control and procedures
PL18	<u>AS</u>	Abide by Code of Ethics
PL19	<u>AS</u>	Leave and Attendance
PL2	MS	Grooming and dress
PL20	<u>AS</u>	Message return/follow-up
PL3	<u>AS</u>	Observes work hours
PL4	<u>EP</u>	Contact with public EXTREMELY POLITE AND THOROUGH IN EXPLANATIONS TO THE PUBLIC
PL5	MS	Operation and care of equipment
PL8	MS	Human diversity awareness

Proficiency

Proficiency Ratings

MS - Meets Standard

RI - Requires Improvement

PR106a	MS	Evidence collection/maintenance techniques
PR107	<u>AS</u>	Knowledge of General Orders, Policies and Procedures
PR11	<u>EP</u>	Information synthesis and integration skills READILY TAKES ON ADDITIONAL TASKS
PR18	<u>EP</u>	Computer/software/office equipment skills/knowledge HIGH LEVEL OF COMPETENCY AND USED FOR UNIT PROBLEM SOLVING
PR20	MS	Time management skills
PR23	<u>AS</u>	Inter-personal skills
PR29	<u>AS</u>	General comprehension skills
PR31	<u>AS</u>	Problem solving

PR4	MS	Verbal communications
PR5	MS	Written communications
PR95	MS	Data/information collection techniques

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

Electronic Signature

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EMPLOYEE

ID

POSITION

DATE SIGNED

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information

Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	ROSE, RALPH L	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	(Old Eval) SS Property Clerk II		

Evaluation Information

Type:	Annual
Review Date:	8/18/2004
Rating Period	8/21/2003 to 8/20/2004

Performance Measures

<u>Type</u>	<u>Number</u>	<u>Rating</u>	<u>Performance Statement</u>
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Task

Task Ratings

MS - Meets Standard

RI - Requires Improvement

ALL1000	<u>EP</u>	Complete assignments as directed ALWAYS COMPLETES TASKS ON TIME OR EARLY
ALL1001	<u>EP</u>	Maintain work areas ORGANIZED AND NEAT
ALL1002a	<u>EP</u>	Participate in meetings/training/community relations and/or recruiting activities RECRUIT TRAINING, BALANCED SCORECARD, TRAINING NEW EMPLOYEES, ETC
ALL1003	<u>EP</u>	Complete, update, submit required reports/documents/forms ALWAYS ON TIME OR EARLY
CIB1070b	<u>EP</u>	Maintain chain-of-custody of evidence NO ERRORS
CIB1070e	<u>EP</u>	Verify information on all received evidence/property VERY DETAILED
CIB1073a	<u>EP</u>	Complete property/custody receipts ALWAYS COMPLETE AND CORRECT
CIB1073b	<u>EP</u>	Explain procedures for claiming property EXACT AND DETAILED
CIB1074	<u>EP</u>	Log and update all evidence/property in evidence control computer system HIGH QUANTITY AND HIGH QUALITY
CIB1075	<u>EP</u>	Bar code evidence/property and receipt ALWAYS ACCURATE
CIB1077b	<u>EP</u>	Process requests for forensic and AFIS processing WITHOUT FAIL
CIB1083b	<u>EP</u>	Document evidence destruction/disposal action BACK UP FOR DESTRUCTS AND ACCURATE
CIB1091	<u>EP</u>	Secure weapons submitted as evidence/property WITHOUT FAIL

CIB1095 EP Document all evidence/property movement
ACCURATELY AND IN DETAIL

Policy

Policy Ratings

MS - Meets Standard

RI - Requires Improvement

PL1	<u>AS</u>	Accepts supervision and direction
PL18	<u>EP</u>	Abide by Code of Ethics THE CODE IS NEVER BROKEN
PL19	<u>EP</u>	Leave and Attendance RARELY ABSENT AND ALWAYS EARLY
PL2	<u>AS</u>	Grooming and dress
PL20	<u>EP</u>	Message return/follow-up METICULOUS FOLLOW UP
PL21	<u>EP</u>	Maintain/update policy manual ALWAYS CURRENT ON SOP'S AND GEN ORDERS
PL3	<u>EP</u>	Observes work hours ARRIVES EARLY AND WILL STAY LATE WHEN NEEDED
PL4	<u>EP</u>	Contact with public COURTEOUS AND POLITE
PL5	<u>EP</u>	Operation and care of equipment SAFETY OFFICER AND CONDUCTS TRAINING ON FORKLIFT AND WAVE
PL8	<u>AS</u>	Human diversity awareness

Proficiency

Proficiency Ratings

MS - Meets Standard

RI - Requires Improvement

PR18	<u>EP</u>	Computer/software/office equipment skills/knowledge ASSISTS IN TECHNICAL PROBLEMS: PERCON, SCANNING, AND COMPUTERS
PR20	<u>EP</u>	Time management skills EXCELLENT USE OF TIME AND PRODUCTIVITY
PR29	<u>EP</u>	General comprehension skills HIGH COMPREHENSION, RARELY HAVE TO EXPLAIN
PR31	<u>EP</u>	Problem solving CAN ANALYZE AND SOLVE MOST PROBLEMS RAPIDLY
PR4	<u>EP</u>	Verbal communications EXCELLENT COMMUNICATION SKILLS

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

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EMPLOYEE

ID

POSITION

DATE SIGNED

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information

Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	BAYER, ROBERT	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	(Old Eval) SS Property Clerk II		

Evaluation Information

Type:	Annual
Review Date:	8/2/2005
Rating Period	8/21/2004 to 8/20/2005

Performance Measures

<u>Type</u>	<u>Number</u>	<u>Rating</u>	<u>Performance Statement</u>
Task			
	<u>Task Ratings</u>		
	MS - Meets Standard		
	RI - Requires Improvement		
	ALL1000	<u>EP</u>	Complete assignments as directed WHEN ASSIGNED A SPECIFIC TASK ALWAYS COMPLETES ACCURATELY
	ALL1001	<u>EP</u>	Maintain work areas ABOVE NORMAL IN BEING NEAT AND ORGANIZED
	ALL1002a	<u>EP</u>	Participate in meetings/training/community relations and/or recruiting activities HANDLES NEW EMPLOYEE TRAINING, RECRUIT TRAINING AND BALANCED SCORECARD.
	ALL1003	<u>EP</u>	Complete, update, submit required reports/documents/forms ACCURATE IN SUBMISSION OF ALL REQUIRED REPORTS.
	CIB1070b	<u>EP</u>	Maintain chain-of-custody of evidence EMPLOYEE IS ERROR FREE IN REFERENCE TO CHAIN OF CUSTODY.
	CIB1070e	<u>EP</u>	Verify information on all received evidence/property VERY DETAILED AND HAS THE ABILITY TO VERIFY ANY INFORMATION THAT IS OMITTED OR NOT CLEAR.
	CIB1073a	<u>EP</u>	Complete property/custody receipts AGAIN HIS ACCURACY SURPASSES MOST EMPLOYEE'S.
	CIB1073b	<u>EP</u>	Explain procedures for claiming property THIS EMPLOYEE NOT ONLY EXPLAINS PROCEDURES BUT TEACHES THE PROCEDURES TO NEW EMPLOYEES AND RECRUITS.
	CIB1074	<u>EP</u>	Log and update all evidence/property in evidence control computer system A VERY FAST TYPIST WITH ABILITY TO ENTER MANY ITEMS AND ALSO ABILITY TO TEACH THE EVIDENCE CONTROL SYSTEM.
	CIB1075	<u>EP</u>	Bar code evidence/property and receipt ALWAYS ACCURATE.
	CIB1077b	<u>EP</u>	Process requests for forensic and AFIS processing ALWAYS ACCURATE.
	CIB1083b	<u>EP</u>	Document evidence destruction/disposal action CURRENTLY INVOLVED IN FIREARM DESTRUCTION AND HIS PERFORMANCE IS OUTSTANDING.

CIB1091	<u>EP</u>	Secure weapons submitted as evidence/property ASSISTS CO-WORKERS WITH SECURING FIREARMS. RECEIVED TRAINING ON HIS OWN GIVEN BY ALCOHOL, TOBACCO & FIREARMS.
CIB1095	<u>EP</u>	Document all evidence/property movement ACCURATELY AND IN DETAIL.

Policy

Policy Ratings

MS - Meets Standard

RI - Requires Improvement

PL1	<u>EP</u>	Accepts supervision and direction EMPLOYEE REQUIRES LITTLE OR NO SUPERVISION. ABILITY TO SEE WHAT IS REQUIRED AND DOES ON HIS OWN WITH COMPLETE ACCURACY.
PL18	<u>EP</u>	Abide by Code of Ethics EXCEPTIONAL
PL19	<u>AS</u>	Leave and Attendance
PL2	<u>AS</u>	Grooming and dress
PL20	<u>EP</u>	Message return/follow-up ALWAYS FOLLOWS UP.
PL21	<u>EP</u>	Maintain/update policy manual INSTRUMENTAL IN UPDATING AND MAINTAINING ALL TRAINING AND POLICY MANUALS.
PL3	<u>EP</u>	Observes work hours ALWAYS ON TIME AND WILLING TO STAY BEYOND SHIFT HOURS IF NEEDED.
PL4	<u>EP</u>	Contact with public COURTEOUS AND POLITE AND ALWAYS WILLING TO DO EXTRA.
PL5	<u>EP</u>	Operation and care of equipment TRAINS AND CERTIFIES EMPLOYEES IN USE OF FORKLIFT, WAVE'S AND OTHER OPERATIONAL EQUIPMENT.
PL8	<u>AS</u>	Human diversity awareness

Proficiency

Proficiency Ratings

MS - Meets Standard

RI - Requires Improvement

PR18	<u>EP</u>	Computer/software/office equipment skills/knowledge ABOVE NORMAL IN COMPUTER LITERACY AND ASSIST WITH ALL TECHNICAL COMPUTER RELATED PROBLEMS. ALSO TRAINS IN USE OF PERCON SCANNER FOR USE IN INVENTORY.
PR20	<u>EP</u>	Time management skills TIME MANAGEMENT SKILLS ARE EXCEPTIONAL.
PR29	<u>EP</u>	General comprehension skills EXCEPTIONAL COMPREHENSION.
PR31	<u>EP</u>	Problem solving A GREAT ASSIST TO SUPERVISION IN SOLVING AND ANALYZING PROBLEMS.
PR4	<u>EP</u>	Verbal communications EXCELLENT COMMUNICATION SKILLS.

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

53703 4/22/2005 1:58:35 PM

011405 ON HIS OWN TOOK & COMPLETED NCIC/FCIC.

Electronic Signature

By my electronic signature, I acknowledge that I have received a copy of this performance evaluation and that the content has been discussed with me. I understand that I may enter my comments below, or on an additional sheet, if required. I understand that, should I disagree with this evaluation, I may appeal, in writing, to the rater and the reviewing authority within ten (10) calendar days from the date I electronically sign this performance evaluation.

EMPLOYEE

ID

POSITION

DATE SIGNED

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information

Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	BAYER, ROBERT	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	(Old Eval) SS Property Clerk II		

Evaluation Information

Type:	Annual
Review Date:	8/1/2006
Rating Period	8/21/2005 to 8/20/2006

Performance Measures

<u>Type</u>	<u>Number</u>	<u>Rating</u>	<u>Performance Statement</u>
Task			
	<u>Task Ratings</u>		
	MS - Meets Standard		
	RI - Requires Improvement		
	ALL1000	<u>EP</u>	Complete assignments as directed COMPLETES ALL ASSIGNMENTS FAST AND ACCURATELY.
	ALL1001	<u>EP</u>	Maintain work areas FAR EXCEEDS NORMAL EMPLOYEES IN ORGANIZATION AND NEATNESS.
	ALL1002a	<u>EP</u>	Participate in meetings/training/community relations and/or recruiting activities HANDLES ALL DIVISION TRAINING OF CONTRACT AGENCY'S EMPLOYEES, RECRUIT TRAINING AND BALANCED SCORECARD.
	ALL1003	<u>EP</u>	Complete, update, submit required reports/documents/forms ACCURATE IN SUBMISSION OF ALL REQUIRED REPORTS.
	CIB1070b	<u>EP</u>	Maintain chain-of-custody of evidence EMPLOYEE IS STILL EXCEPTIONAL IN MAINTAINING CHAIN OF CUSTODY.
	CIB1070e	<u>EP</u>	Verify information on all received evidence/property VERY DETAILED AND HAS RECENTLY BEEN ASSIGNED TO ASSIST DRUG DEPUTY WITH ALL DRUG DUTIES INCLUDING ALL DRUG DUTIES IN HIS ABSENCE.
	CIB1073a	<u>EP</u>	Complete property/custody receipts ACCURACY SURPASSES MOST EMPLOYEES WHICH IS A NECESSITY WHEN ASSIGNED DRUG DUTIES.
	CIB1073b	<u>EP</u>	Explain procedures for claiming property AGAIN THIS EMPLOYEE NOT ONLY CAN EXPLAIN THE PROCEDURES BUT HAS THE ABILITY TO TEACH THE PROCEDURES TO NEW EMPLOYEES AND RECRUITS.
	CIB1074	<u>EP</u>	Log and update all evidence/property in evidence control computer system EMPLOYEE IS AN EXPERT IN THE PROPERTY AND EVIDENCE PROGRAM AND TEACHES THE EVIDENCE PROGRAM TO OTHER AGENCYS.
	CIB1075	<u>EP</u>	Bar code evidence/property and receipt EXCEPTIONAL.
	CIB1077b	<u>EP</u>	Process requests for forensic and AFIS processing EXCEPTIONAL.

CIB1083b	<u>EP</u>	Document evidence destruction/disposal action AS THE FIREARM CONTROL OFFICER IS EXCEPTIONAL IN THEIR DISPOSAL.
CIB1091	<u>EP</u>	Secure weapons submitted as evidence/property ON HIS OWN HAS RECEIVED TRAINING FROM ALCOHOL, TOBACCO & FIREARMS AND ASSISTS CO-WORKERS WITH SECURING FIREARMS.
CIB1095	<u>EP</u>	Document all evidence/property movement ACCURATELY AND IN DETAIL.

Policy

Policy Ratings

MS - Meets Standard

RI - Requires Improvement

PL1	<u>EP</u>	Accepts supervision and direction EMPLOYEE REQUIRES NO SUPERVISION TO THE EXTENT OF FILLING IN FOR THE DAY SHIFT SUPERVISOR IN HIS ABSENCE.
PL18	<u>EP</u>	Abide by Code of Ethics EXCEPTIONAL.
PL19	MS	Leave and Attendance
PL2	<u>EP</u>	Grooming and dress ALWAYS NICELY GROOMED.
PL20	<u>EP</u>	Message return/follow-up ALWAYS FOLLOWS UP.
PL3	<u>EP</u>	Observes work hours ON TIME AND ALWAYS WILLING TO STAY BEYOND SHIFT HOURS WHEN NEEDED.
PL4	<u>EP</u>	Contact with public EXCEPTIONAL WITH THE PUBLIC. WITH THIS EMPLOYEES EXCEPTIONAL KNOWLEDGE HE IS ALWAYS ABLE TO ASSIST THE PUBLIC AND IS VERY COURTEOUS.
PL5	<u>EP</u>	Operation and care of equipment EXCEPTIONAL TO THE EXTENT OF TRAINING AND CERTIFYING ALL EMPLOYEES (INCLUSIVE OF OTHER DIVISIONS) IN THE USE OF THE FORKLIFT, WAVES AND OTHER OPERATIONAL EQUIPMENT.
PL8	<u>EP</u>	Human diversity awareness EXCEPTIONAL.

Proficiency

Proficiency Ratings

MS - Meets Standard

RI - Requires Improvement

PR18	<u>EP</u>	Computer/software/office equipment skills/knowledge EXCEPTIONAL AND OFTEN TROUBLESHOOTS TECHNICAL PROBLEMS DEALING WITH COMPUTERS AND AUDIO/VIDEO DUPLICATION EQUIPMENT, OFTEN OF A COMPLEX NATURE. CORRECTLY INSTALLS HARDWARE TO ACHIEVE DOCUMENT IMAGING CAPABILITIES.
PR20	<u>EP</u>	Time management skills EXCEPTIONAL IN THE MANAGEMENT OF TIME.
PR29	<u>EP</u>	General comprehension skills PROFICIENT IN NCIC, FCIC, CJIS, DAVID, CAD AND IS AN ACISS SYSTEMS INSTRUCTOR.
PR31	<u>EP</u>	Problem solving HAS THE ABILITY TO ANALYZE AND CORRECT JUST ABOUT ANY TECHNICAL PROBLEM THAT OCCURS.
PR4	<u>EP</u>	Verbal communications EXCELLENT COMMUNICATION SKILLS.

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

Electronic Signature

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EMPLOYEE

ID

POSITION

DATE SIGNED

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information

Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	BAYER, ROBERT	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	(Old Eval) SS Property Clerk II		

Evaluation Information

Type:	Annual
Review Date:	7/20/2007
Rating Period	8/21/2006 to 8/20/2007

Performance Measures

<u>Type</u>	<u>Number</u>	<u>Rating</u>	<u>Performance Statement</u>
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Task

Task Ratings

MS - Meets Standard

RI - Requires Improvement

ALL1000	<u>EP</u>	Complete assignments as directed ALWAYS ACCURATE
ALL1001	<u>EP</u>	Maintain work areas ORGANIZED AND NEAT
ALL1002a	<u>EP</u>	Participate in meetings/training/community relations and/or recruiting activities CONTINUES TO HANDLE ALL DIVISION TRAINING OF CONTRACT AGENCY EMPLOYEE'S, RECRUIT TRAINING & BALANCED SCORECARD.
ALL1003	<u>EP</u>	Complete, update, submit required reports/documents/forms ALWAYS ACCURATE
CIB1070b	<u>EP</u>	Maintain chain-of-custody of evidence ALWAYS ACCURATE
CIB1070e	<u>EP</u>	Verify information on all received evidence/property VERY DETAILED AND ASSUMED THE DUTIES OF DRUG CONTROL OFFICER.
CIB1073a	<u>EP</u>	Complete property/custody receipts ALWAYS ACCURATE
CIB1073b	<u>EP</u>	Explain procedures for claiming property EMPLOYEE IS KNOWLEDGEABLE IN ALL PROPERTY PROCEDURES AND TRAINS OTHER EMPLOYEE'S AND DEPUTY RECRUITS.
CIB1074	<u>EP</u>	Log and update all evidence/property in evidence control computer system TEACHES COMPUTER SYSTEM TO OTHER AGENCIES.
CIB1075	<u>EP</u>	Bar code evidence/property and receipt ALWAYS ACCURATE
CIB1077b	<u>EP</u>	Process requests for forensic and AFIS processing ALWAYS ACCURATE
CIB1083b	<u>EP</u>	Document evidence destruction/disposal action CONTINUED AS FIREARM CONTROL OFFICER

CIB1091	<u>EP</u>	Secure weapons submitted as evidence/property AS FIREARM CONTROL OFFICER CHECKS ALL FIREARMS TO VERIFY EMPLOYEE SAFETY.
CIB1095	<u>EP</u>	Document all evidence/property movement ALWAYS ACCURATE

Policy

Policy Ratings

MS - Meets Standard

RI - Requires Improvement

PL1	<u>EP</u>	Accepts supervision and direction REQUIRES NO SUPERVISION. FILLS IN FOR DAY SHIFT SUPERVISOR IN HIS ABSENCE.
PL18	<u>EP</u>	Abide by Code of Ethics EXCEPTIONAL
PL19	MS	Leave and Attendance
PL2	<u>EP</u>	Grooming and dress ALWAYS NEAT
PL20	<u>EP</u>	Message return/follow-up WITHOUT QUESTION.
PL3	<u>EP</u>	Observes work hours ALWAYS ON TIME.
PL4	<u>EP</u>	Contact with public ALWAYS WILLING AND ABLE TO ASSIST PUBLIC.
PL5	<u>EP</u>	Operation and care of equipment TRAINS & MAINTAINS ALL SAFETY EQUIPMENT.
PL8	<u>EP</u>	Human diversity awareness EXCEPTIONAL

Proficiency

Proficiency Ratings

MS - Meets Standard

RI - Requires Improvement

PR18	<u>EP</u>	Computer/software/office equipment skills/knowledge ALWAYS AN ASSET TO THE DIVISION WITH HIS TECHNICAL KNOWLEDGE AND ALWAYS WILLING TO ASSIST FELLOW EMPLOYEE'S.
PR20	<u>EP</u>	Time management skills EXCEPTIONAL
PR29	<u>EP</u>	General comprehension skills PROFICIENT IN NCIC, FCIC, CJIS, DAVID, CAD, BUDGET & PAYROLL.
PR31	<u>EP</u>	Problem solving ALWAYS PROFICIENT
PR4	MS	Verbal communications The employee conveys verbal information / instructions / directives / commands in a clear, concise, and intelligent manner.

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

Electronic Signature

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EMPLOYEE

ID

POSITION

DATE SIGNED

 Print Evaluation

Pinellas County Sheriff's Office

Member Evaluation

Employee Information

Employee SCAPIN, TIMOTHY P
ID 55476
Shift
Supervisor BAYER, ROBERT
Department 2600000
Assignment Property Evidence Division
Rank
Position SS Property Clerk II

Evaluation Information

Type Annual
Review Date 8/8/2008
Rating Date 8/21/2007 to 8/20/2008

Performance Measures**TypeId**

Number	Rating	Performance Statement
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☐ **Type: Performance Factors**

BT1	MS	Dependability MEMBER IS VERY DEPENDABLE.
BT2	MS	Cooperation ALWAYS COOPERATIVE.
BT3	MS	Initiative MEMBER IS ALWAYS WILLING TO TAKE ON NEW PROJECTS AND ADDITIONAL TASKS.
BT4	MS	Adaptability ABLE TO ADAPT TO ALL SITUATIONS.
BT5	MS	Judgment EXCELLENT JUDGEMENT. CO-WORKERS OFTEN RELY ON THIS MEMBER TO SOLVE COMPLEX PROBLEMS.
BT6	MS	Attendance
BT7	MS	Punctuality ALWAYS ON TIME,
BT8	MS	Appearance ALWAYS NEAT IN APPEARANCE.
PF1	MS	Knowledge, Skills & Abilities KNOWLEDGE,SKILLS & ABILITIES ARE EXCELLENT. OFTEN TROUBLESHOOTS TECHNICAL COMPUTER & AUDIO/VIDEO PROBLEMS. HANDLES ALL COUNTERFEIT CURRENCY WITH THE SECRET SERVICE. HANDLES ALL FORFEITURES AND STIPULATIONS AS DIRECTED BY GENERAL COUNCIL. MEMBER IS ALSO ASSISTANT TIMEKEEPER, SAFETY OFFICER, TRAINING OFFICER AND FILLS IN FOR THE DAY-SHIFT SUPERVISOR IN HIS ABSENCE.
PF2	MS	Quality Of Work MEMBER ALWAYS EXCELLS IN QUALITY OF WORK.
PF3	MS	Quantity Of Work MEMBER HAS BEEN ASSIGNED AN ABOVE AVERAGE AMOUNT OF TASKS AND IS ABLE TO ACCOMPLISH THEM IN A TIMELY MANNER WITH QUALITY AND SPEED.
PF4	MS	Work Habits EXCELLENT WORK HABITS.
PF5	MS	Communication EXCELLENT COMMUNICATION.

Master

Number	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
No records to display.						

Current Requires Improvement

Master

Number	Rating	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
No records to display.							

Comments

EVALUATION SIGNATURE PAGE

By my signature, I acknowledge that I have received a copy of this performance evaluation and that the ratings have been discussed with me. I understand that I may write my comments below, or on an additional sheet, if required. I understand that, should I disagree with this evaluation, I may appeal, in writing, to the rater and the reviewing authority within ten (10) calendar days from the date I sign this performance evaluation.


Member's Signature

55476
Payroll #

8-12-08
Date


Rater's Signature

53703
Payroll #

08-12-08
Date


Reviewer's Signature

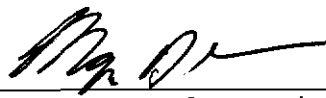
50615
Payroll #

8-12-08
Date


Additional Reviewer's Signature,
if applicable

58930
Payroll #

8/13/08
Date


Bureau Commander's Signature

51385
Payroll #

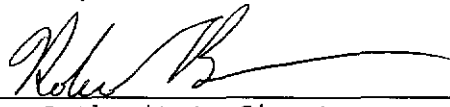
8/13/08
Date

CAREER COUNSELING (TO BE COMPLETED IN CONJUNCTION WITH THE ANNUAL EVALUATION): THE RATED MEMBER HAS BEEN COUNSELED REGARDING CAREER DEVELOPMENT OPPORTUNITIES, INCLUDING ADVANCEMENT, SPECIALIZATION AND TRAINING APPROPRIATE FOR THEIR POSITION AND GOALS.


Member's Signature

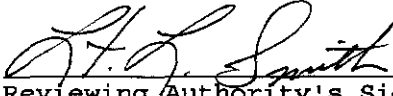
5576
Payroll #

8-12-08
Date


Rating Authority's Signature
(corrections certified and civilian members)

53703
Payroll #

08-12-08
Date


Reviewing Authority's Signature
(law enforcement certified members)

50615
Payroll #

8-12-08
Date

Member Comments

Electronic Signature

Employee	ID	Position	Date Signed
No records to display.			

 Print Evaluation

Pinellas County Sheriff's Office

Member Evaluation

Employee Information

Employee SCAPIN, TIMOTHY P
ID 55476
Shift
Supervisor MC ENTGART, MICHAEL P
Department 2600000
Assignment Property Evidence Division
Rank
Position SS Property Clerk II

Evaluation Information

Type Annual
Review Date 8/11/2009
Rating Date 8/21/2008 to 8/20/2009

Performance Measures

TypeId

Number Rating Performance Statement

 Type: Performance Factors

BT1	MS	Dependability Tim is dependable when it comes to knowing how and what to do in his duties as Property Clerk. He can be counted on to be knowledgeable in most situations that need his attention.
BT2	MS	Cooperation Tim has shown cooperation when asked to be the back-up drug lab runner if the current Drug Control clerk cannot make the run. He cooperates on a daily basis with co-workers in his general duties.
BT3	MS	Initiative Tim has shown Initiative in the training he has acquired in Property & Evidence procedures and certifications.
BT4	MS	Adaptability He has been able to adapt to the many changes that have occurred over the last year at Property & Evidence. He is willing to take on the responsibility of the property run that will be moved to day shift.
BT5	MS	Judgment Tim uses a high degree of judgement when it comes to the background checks for firearm release. He has to perform a thorough check of individuals in order to determine if a firearm should be released to an individual.
BT6	MS	Attendance Tim's attendance over the last year meets with the allowable use of sick/vacation time in the Personnel Rules. Tim needs to keep in mind when using this allowable time that it impacts the shift greatly and should be kept to a minimum.
BT7	MS	Punctuality Tim usually arrives to work on time or calls in when he will be late.
BT8	MS	Appearance Tim meets the standard for appearance in grooming and uniforms.
PF1	MS	Knowledge, Skills & Abilities Tim has been a Property Clerk at Property & Evidence for over nine years. He has quite a bit of knowledge of not only how duties are performed but also how things were done in the past.
PF2	MS	Quality Of Work He is very neat and accurate. His firearm checks are very thorough.
PF3	MS	Quantity Of Work Tim is responsible for CJIS research, firearm checks, currency/valuables. He also organizes items that we send to Propertyroom.com.

PF4	MS	Work Habits Tim adheres to the rules and procedures for duties he performs as a Property Clerk.
PF5	MS	Communication Tim communicates well with the general public both on the front counter and phone calls. He participates and has input during our biweekly staff meetings.

Previous Requires Improvement

Master

Number	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
No records to display.						

Current Requires Improvement

Master

Number	Rating	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
No records to display.							

Attachments

Type	Description	Date	Location	Number
No records to display.				

Comments

EVALUATION SIGNATURE PAGE

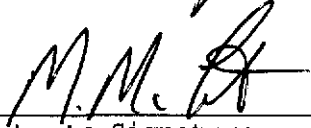
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Member's Signature

55476
Payroll #

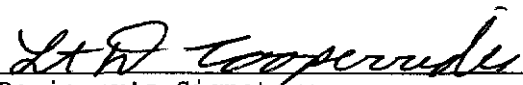
8-12-09
Date



Rater's Signature

51647
Payroll #

8-12-09
Date



Reviewer's Signature

52631
Payroll #

8/12/09
Date



Additional Reviewer's Signature,
if applicable

52950
Payroll #

8/12/09
Date



Bureau Commander's Signature

51095
Payroll #

8/12/09
Date

CAREER COUNSELING (TO BE COMPLETED IN CONJUNCTION WITH THE ANNUAL EVALUATION):
THE RATED MEMBER HAS BEEN COUNSELED REGARDING CAREER DEVELOPMENT OPPORTUNITIES,
INCLUDING ADVANCEMENT, SPECIALIZATION AND TRAINING APPROPRIATE FOR THEIR POSITION
AND GOALS.



Member's Signature

51478
Payroll #

8-12-09
Date



Rating Authority's Signature
(corrections certified and civilian members)

51647
Payroll #

8-12-09
Date

Reviewing Authority's Signature
(law enforcement certified members)

Payroll #

Date

Member Comments

 Print Evaluation

Pinellas County Sheriff's Office

Member Evaluation

Employee Information

Employee SCAPIN, TIMOTHY P
ID 55476
Shift
Supervisor MC ENTEGART, MICHAEL P
Department 2600000
Assignment Property Evidence Division
Rank
Position SS Property Clerk II

Evaluation Information

Type Annual
Review Date 8/18/2010
Rating Date 8/21/2009 to 8/20/2010

Performance Measures

TypeId

Number Rating Performance Statement

 Type: Performance Factors

BT1	MS	Dependability Tim shows dependability when it comes to the knowledge he has acquired in computer related area s. He is the person to go to for help with Word/Excel/charts/graphs and all computer issues. He is dependable when asked to help on budget issues. Tim helped with our Division's budget this year and last. Tim was also the clerk assigned to the property run for most of this year. He did the run in a very dependable manner.
BT2	MS	Cooperation Tim shows cooperation in many situations. An example of this is his willingness to take on small projects that are not ordinary such as data or statistics research. In other situations he shows a lack of interest in his willingness to cooperate. He does cooperate, but with a lack of enthusiasm. Tim needs to be more aware of how his attitude in certain situations reflects his willingness to cooperate.
BT3	MS	Initiative Tim has shown initiative in the training he has acquired. He has certification in Property & Evidence with the International Association of Property & Evidence. Tim has shown initiative in conducting classes for our Traffic Crash Investigators and Citizens Patrol. Tim also volunteered to explain PED procedures to the Accreditation team on 10-20-09. He took the team on a tour of PED and answered questions they had for the accreditation process.
BT4	MS	Adaptability Tim took on the responsibility of our property run in the first part of this review period. After changes were made to staff and hours of operation, Tim agreed to work in our destruct area. Tim is very adaptable because of his knowledge in most area's of PED. Because of this knowledge, Tim was able to improve how we handle destructs and makes sure that we are following the proper procedures outlined in General Orders.
BT5	MS	Judgment Tim uses sound judgement in his daily job assignments. He does CJIS research and conducts FCIC/NCIC bicycle and firearm checks. Sound judgement is critical during these checks. Tim has to be very thorough in these checks in order to determine the criminal background for release purposes.
BT6	MS	Attendance Tim meets the standard in the Personnel Rules for use of sick/vacation leave. Tim's use of sick time improved during this rating period.
BT7	MS	Punctuality Tim adheres to his assigned hours and calls in when he will be late.
		Appearance

BT8	MS	Tim meets the standard for appearance in grooming and uniforms. He always has a neat appearance Knowledge, Skills & Abilities Tim has ten years of knowledge and experience in Property & Evidence. He attended the International Association for Property & Evidence seminar and uses this training on a daily basis.
PF1	MS	Tim submits counterfeit bills to the United States Secret Service for analysis. He has computer skills that enable him to solve many computer related issues relying less on Computer Services. Tim maintains our training manuals and guides. He also maintains division statistics. Quality Of Work Tim is neat and accurate. He conducts thorough and complete firearm checks. His knowledge and use of Word/Excel are assets to PED.
PF2	MS	Quantity Of Work Tim works in our destruct area. He conducts CJIS research, firearm checks, and handles currency and valuables. He also coordinates items to be sent to Propertyroom.com. He assists when needed with bank deposits. Work Habits Tim adheres to the rules and procedures for duties he performs at PED. Tim is very knowledgeable about most of the duties performed by other clerks at PED. Tim's knowledge and experience is often overshadowed by a negative attitude. Tim's attitude influences how he sees others and how they perceive him. Tim was talked to on several occasions about his attitude. He made efforts at times to improve. At other times, he lets his emotions get the best of him and lets his frustrations show. This affects his work and affects other employees he works with. Tim needs to be aware of how a positive attitude will improve all the objectives rated in this review.
PF3	MS	Communication Tim communicates well with the general public and when on the phone. Tim participates in and has input at our bi-weekly staff meetings. When communicating with supervision and co-workers, Tim sometimes acts as if he is bothered by the situation. Tim writes very well and communicates often through emails. These emails at times show his dissatisfaction with things and his attitude towards situations. Tim needs to be aware that what is written in an email may not be interpreted in the manner he intended..
PF4	MS	
PF5	MS	

Previous Requires Improvement

Master

Number	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
No records to display.						

Current Requires Improvement

Master

Number	Rating	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
No records to display.							

Attachments

Type	Description	Date	Location	Number
No records to display.				

Comments

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Member's Signature

51476
Payroll #

8-18-10
Date


Rater's Signature

51647
Payroll #

8-18-10
Date


Reviewer's Signature

52631
Payroll #

8/18/10
Date


Additional Reviewer's Signature,
if applicable

57930
Payroll #

8/19/10
Date


Bureau Commander's Signature

51106
Payroll #

20 Aug 2010
Date

CAREER COUNSELING (TO BE COMPLETED IN CONJUNCTION WITH THE ANNUAL EVALUATION):
THE RATED MEMBER HAS BEEN COUNSELED REGARDING CAREER DEVELOPMENT OPPORTUNITIES,
INCLUDING ADVANCEMENT, SPECIALIZATION AND TRAINING APPROPRIATE FOR THEIR POSITION
AND GOALS.


Member's Signature

51476
Payroll #

8-18-10
Date


Rating Authority's Signature
(corrections certified and civilian members)

51647
Payroll #

8-18-10
Date

Reviewing Authority's Signature
(law enforcement certified members)

Payroll #

Date

**PINELLAS COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMO**

DATE: 08-26-2010

TO: Beverly Pruitt
Director - Human Resources Division, via Chain of Command

FROM: Timothy P. Scapin, #55476
Property & Evidence Division

SUBJECT: Response to Annual Performance Review
for Rating Period (08-21-2009 to 08-20-2010)

A.M. 8-26-10
Lt. D. Cooper
8-26-10

Capt. J. M. 8/27/10

I would like to take this opportunity to express my sincere gratitude to the Sheriff's Office for allowing me to serve the citizens of Pinellas County for the past ten years. I have enjoyed working in such an environment that has allowed me to grow professionally and as an individual. On August 18th I received my tenth annual performance review for the rating date of 08/21/2009 to 08/20/2010. There are a few points of interest included in this review that I feel I need to address.

I have served in managerial positions in the past and know how difficult it can be to conduct a performance review on an individual. That being said, I appreciate my supervisors attempts to point-out the positive points of my performance for the past year. On the other hand, I feel on some points I have fallen victim to an overly subjective view of my interactions with others. Each and every person interacts with each other with their own unique and distinctive personality. I, as everyone else, speak with my own verbal inflections and carry myself in my own way. I believe that at times, my actions are misinterpreted by others as lacking enthusiasm. While inside I know this is not the case, others may see me in that light. I take my tasks and duties very seriously and this is what others may see and misinterpret as deficient of zest. I have made an attempt to alter this perception, but ultimately I lack the power to control what certain other people may think. I have found that often events that are brought to my supervisor's attention lack "both sides to the story" and conclusions are drawn without looking at the "big picture". Often overlooked are the times where my peers seek my assistance, and I assist them without hesitation to the best of my abilities.

Let it be noted I have never received any such review containing such statements at anytime during my past ten years. In closing, let me reiterate, I appreciate the input received in this review. I only ask I be given a fair chance to be seen as an individual who is working hard to grow and succeed in life.

TL
30 AUG
2010

B. Pruitt
8-31-10

54P-10-1124

Pinellas County Sheriff's Office

Member Evaluation

Employee Information

Employee SCAPIN, TIMOTHY P
 ID 55476
 Shift
 Supervisor MC ENTEGART, MICHAEL P
 Department 2600000
 Assignment Property Evidence Division
 Rank
 Position SS Property Clerk II

Evaluation Information

Type Annual
 Review Date 8/15/2011
 Rating Date 8/21/2010 to 8/20/2011

Performance Measures

TypeId

Number Rating Performance Statement

Type: Performance Factors

BT1	MS	Dependability Tim is the clerk we depend on for all computer related issues. He is dependable on tasks assigned to him.
BT2	MS	Cooperation Tim cooperates daily in his assigned duties. He takes on small projects such as data & statistical research. His willingness to cooperate has improved this rating period.
BT3	MS	Initiative Tim has shown initiative in the training he has acquired. He is certified with The International Association of Property & Evidence. He conducts classes for our Traffic Crash Investigators and Citizen patrols. He attended the Glock Armors training on 2-1-11 and attended the Advanced Leadership training from 6-7-11 thru 6-9-11. He also attended Budgeting on Innoprise on 11-30-10.
BT4	MS	Adaptability Tim is adaptable to changes at PED. His primary duties are in the destruct office. He has been asked to monitor the construction crew working in our warehouse and a great deal of time has been spent on this.
BT5	MS	Judgment Tim uses sound judgement in his daily job assignments. He conducts CJIS research, FCIC/NCIC bicycle research and does firearm checks. Tim is very thorough in his research and checks.
BT6	MS	Attendance Tim meets the standard in the Personnel Rules for use of sick/vacation leave.
BT7	MS	Punctuality Tim adheres to his assigned hours and calls when he will be late.
BT8	MS	Appearance Tim meets the standard for appearance in grooming and uniforms. He is always neat in appearance.
PF1	MS	Knowledge, Skills & Abilities Tim has eleven years of knowledge and experience in property and evidence. He submits counterfeit bills to the United States Secret Service for analysis. His computer skills enable him to solve many of our computer issues. He maintains our training manuals, guidelines, and division statistics. He is working on his Bachelors Degree and uses his learned skills at PED.
PF2	MS	Quality Of Work Tim does his work in a neat and accurate manner. He conducts thorough and complete firearms checks. His knowledge of Word/Excel are assets to PED.
PF3	MS	Quantity Of Work Tim works in the destruct office. His duties are to assist with the destruction of property and evidence on a daily basis. He also conducts CJIS research, firearms checks and handles currency

and valuables. He coordinates items to be sent to Propertyroom.com.

Work Habits

PF4 MS

Tim adheres to the rules and procedures for duties he performs at PED. He has a considerable amount of talents the he uses on special projects that come up at PED. Tim needs to keep in mind that his primary duties should be accomplished before any special projects. We appreciate his efforts to use his talents to help improve functions at PED. Tims's attitude has improved since last rating period.

Communication

PF5 MS

Tim cooperates well with the general public and other employee's at the SO. He participates and has input at our bi-weekly staff meetings

Previous Requires Improvement

Number	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
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No records to display.

Current Requires Improvement

Number	Rating	Performance Statement	Incident Date	Resolution	Expected Date of Accomplishment	Date Accomplished	Entered By
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No records to display.

Attachments

Type	Description	Date	Location	Number
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No records to display.

Comments

EVALUATION SIGNATURE PAGE

By my signature, I acknowledge that I have received a copy of this performance evaluation and that the ratings have been discussed with me. I understand that I may write my comments below, or on an additional sheet, if required. I understand that, should I disagree with this evaluation, I may appeal, in writing, to the rater and the reviewing authority within ten (10) calendar days from the date I sign this performance evaluation.

Member's Signature

Payroll #

Date

Rater's Signature

Payroll #

Date

Reviewer's Signature

Payroll #

Date

Additional Reviewer's Signature, if applicable

Payroll #

Date

J. LoBank
Bureau Commander's Signature

51106
Payroll #

17 Aug 2011
Date

CAREER COUNSELING (TO BE COMPLETED IN CONJUNCTION WITH THE ANNUAL EVALUATION): THE RATED MEMBER HAS BEEN COUNSELED REGARDING CAREER DEVELOPMENT OPPORTUNITIES, INCLUDING ADVANCEMENT, SPECIALIZATION AND TRAINING APPROPRIATE FOR THEIR POSITION AND GOALS.

[Signature]
Member's Signature

5576
Payroll #

8.16.11
Date

[Signature]
Rating Authority's Signature
(corrections certified and civilian members)

51647
Payroll #

8-15-11
Date

Reviewing Authority's Signature
(law enforcement certified members)

Payroll #

Date

Member Comments

Pinellas County Sheriff's Office

Employee Evaluation Form

Member Information		Evaluation Information	
Member	SCAPIN, TIMOTHY P	ID:	55476
Supervisor:	SCHUTTE, KALEY L	Shift:	
Department:	2600000		
Assignment:	Property Evidence Division		
Rank:			
Position:	SS Property Clerk II		
		Type:	Exit
		Review Date:	4/4/2012
		Rating Period	8/21/2011 to 4/2/2012

Performance Measures

Type Number Rating Performance Statement

Evaluation Factors

Evaluation Factors Ratings

NAR - Narrative

RI - Requires Improvement

Measure 1	NAR	Operational performance specific to current assignment Tim's job knowledge is exceptional and he is able to handle work of the most complex nature. Tim needs to sharpen his skills in the area of communication. Tim prefers to communicate via e-mail rather than face to face.
Measure 2	NAR	Leadership/Management .
Measure 3	NAR	Administrative Tim is very organized and was responsible for many tasks. During Tim's tenure at the Property and Evidence Division he worked all areas of responsibility. He worked as the drug control clerk, destruction, property run, customer service, and handled most computer related issues.
Measure 4	NAR	Loyalty and Character Tim's attendance was poor which is reflected in the amount of accrued leave upon separation. Tim submitted his notice of separation on 03/28/12 to be effective 04/13/12. On 04/03/12 Tim amended his notice of separation to be effective 04/04/12.

Current Requires Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Attachments

Comments

Electronic Signature

By my electronic signature, I acknowledge that I have received a copy of this performance evaluation and that the content has been discussed with me. I understand that I may enter my comments below, or on an additional sheet, if required. I understand that, should I disagree with this evaluation, I may appeal, in writing, to the rater and the reviewing authority within ten (10) calendar days from the date I electronically sign this performance evaluation.

<u>EMPLOYEE</u>	<u>ID</u>	<u>POSITION</u>	<u>DATE SIGNED</u>
COOPERRIDER, DARYL P	52631	SS Lieutenant	4/4/2012 10:20:55 AM
Comments:			
SCAPIN, TIMOTHY P	55476	SS Property Clerk II	4/4/2012 10:34:47 AM
Comments:			
MAIN, JAMES D	52930	Captain	4/4/2012 12:25:13 PM
Comments:			